

RULES FOR ALL PERSONS HIRING ACOL VILLAGE HALL

BOOKINGS are made with the Booking Clerk. HIRERS must be over 18 yrs.

£25 SECURITY DEPOSIT is required when Booking, which is refunded after a satisfactory inspection. DAMAGE & BREAKAGES must be reported to the Booking Clerk and any costs will be met from the Deposit. If costs exceed the Deposit, the responsibility for payment will fall to the HIRER.

The HIRER will be held RESPONSIBLE for any Damage to Fixtures and Fittings, as well as Conduct of the persons using the Hall and must make sure they comply with these Rules and Regulations.

It is **ILLEGAL** to smoke anywhere in the Hall. There is a bin for cigarette disposal outside the door.

SWITCHES, TIMERS AND PROGRAMMERS MUST NOT BE ALTERED OR INTERFERRED WITH UNDER ANY CIRCUMSTANCES.

All KITCHEN APPLIANCES **must be** turned off.

All DOORS AND WINDOWS to be **closed** before the Hall is vacated.

All LIGHTS are to be **turned off**.

No NAILS, TACKS, SELLOTAPE or ADHESIVES to be used on the walls, fixtures or fittings. The LIGHTS must not be covered with coloured paper or plastics.

STILLETOS or footwear that may damage the FLOOR are not permitted.

BICYCLES are not permitted in the Hall.

No ANIMALS, except Guide Dogs, are allowed without prior permission.

All GANGWAYS and EXITS are to be kept clear at all times.

The HIRER must not use the Hall for any other purpose than that stated on the booking form, or sub-hire or allow the Hall to be used for any unlawful purpose.

The HIRER must comply with LOCAL AUTHORITY & FIRE REGULATIONS. **This limits the NUMBER OF PERSONS allowed in the Hall to 120. If TABLES and CHAIRS are used, it is 80.**

The HIRER must read the appropriate NOTICE on the Notice Board for the correct action to be taken in the event of a FIRE or ACCIDENT: calling Emergency Services, evacuating the Building, locating the Fire Equipment and understanding the method of opening the Fire Escape Door.

The Hall must not be used for anything that may contravene the Gaming, Betting and Lotteries Law. If the HIRER is preparing, selling or serving FOOD, the relevant Food Health and Hygiene Legislation and Regulations must be observed.

Alcohol may be provided by the HIRER, but not sold to guests, in accordance with the Licensing Act, and it is the HIRER's responsibility to ensure that no one under the age of 18 is supplied with alcohol.

The HIRER shall ensure that any activities for CHILDREN comply with the Provisions of Acts of Parliament and that only fit and proper Persons have access to the Children.

THE HIRER IS EXPECTED TO **LIMIT THE VOLUME OF SOUND** TO A REASONABLE LEVEL WHILST IN THE HALL AND UPON VACATION. If the Hall becomes too warm, the rear Windows may be opened, NOT those at the front. Opening of the Door should be kept to a minimum and it should not be left open longer than required for an exit. The Door should NOT be slammed shut.

The COMMITTEE accepts no responsibility for the LOSS of, or DAMAGE to the property of individuals, or any Electrical Appliance/s brought in by the HIRER.

The COMMITTEE reserves the right to refuse any Application, limit the volume of sound and amend the Rules and hiring Fees at any time.

The RUBBISH BINS in the Kitchen must be emptied and all Rubbish placed in the appropriate Bin outside the Hall. If the amount of Rubbish is excessive, the HIRER should take it away. No Sacks are to be left in or outside the Premises. NO PAPER OR CARD SHOULD BE PUT IN THE BLUE BIN.